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**From:** DCF BWF Work Programs Help Desk <[BWFWorkProgramsHD@wisconsin.gov](mailto:BWFWorkProgramsHD@wisconsin.gov)>  
**Sent:** Wednesday, August 28, 2024 11:40 AM  
**To:** DCF DL DFES BWF W-2 Agency CARES Coordinators <[DCFDLW-2AgencyCARESCoordinators@wisconsin.gov](mailto:DCFDLW-2AgencyCARESCoordinators@wisconsin.gov)>; DCF DL DFES BWF W-2 Agency Directors <[DCFDLDFESBWF2AgencyDirectors@wisconsin.gov](mailto:DCFDLDFESBWF2AgencyDirectors@wisconsin.gov)>; DCF DL DFES BWF W-2 REGIONAL STAFF <[DCFDLDFESBWF2REGIONALSTAFF@wisconsin.gov](mailto:DCFDLDFESBWF2REGIONALSTAFF@wisconsin.gov)>  
**Subject:** W-2 Career Assessment Tool Inventory Form Obsolescence

Good Morning,

The Bureau of Working Families (BWF) has obsoleted the Wisconsin Works (W-2) Career Assessment Tool Inventory Form (DCF-F-5457-E) in the DCF forms repository.

As part of an ongoing effort to simplify and streamline BWF forms and publications, it was determined the W-2 Career Assessment Tool Inventory form is not necessary for its intended purpose.

The information that was collected by this form will now be gathered and documented via email. Agencies should submit proposals of new career assessments via email to **their assigned regional administrator/coordinator**. If no changes are made during the contract year, agencies should document this on the annual contractor's checklist that is submitted to regional staff in January.

Please direct any questions about W-2 policy to the [BWF Policy Question SharePoint](#).

This email will be posted to the [BWF Work Programs Help Desk Home Page](#).

## **BWF Work Programs Help Desk**

*Bureau of Working Families*

*Division of Family and Economic Security*

*Department of Children and Families*

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